



CAREER EXECUTIVE ASSIGNMENT

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

DEPARTMENT: VICTIM COMPENSATION & GOVERNMENT CLAIMS BOARD (VCGCB)

POSITION TITLE: DEPUTY EXECUTIVE OFFICER (DEO)
PUBLIC AFFAIRS AND OUTREACH DIVISION
CAREER EXECUTIVE ASSIGNMENT (CEA) LEVEL A

FINAL FILING DATE: July 24, 2015

SALARY RANGE: CEA LEVEL A - \$6,453-\$9,177

DUTIES/RESPONSIBILITIES:

Under the general direction of the Executive Officer, the DEO will serve as a member of the executive management team. The DEO plans, manages and directs the work of the VCGCB Public Affairs and Outreach Division. The DEO will serve as the principal consultant, policy advisor and technical expert on public relation and legislative issues to the three-member Board, the Executive Officer (EO), and the Deputy Executive Officers. The DEO represents the VCGCB before the Governor's Office, Government Operations Agency, the Legislature, the Attorney General's Office, the Department of Finance, other State agencies, local government, stakeholders, and major public interest groups. The DEO is responsible for oversight of the department's communication and outreach efforts, media contacts and legislation program. As a member of the Executive Team, the CEA participates in policy development, strategic planning and program evaluation.

This position has a crucial consequence of error due to the high visibility, level of decision-making, and formulation of policies that govern the VCGCB. In addition, the incumbent in this position serves as a key advisor to the EO. Decisions made or policies developed may have a crucial impact on other units, the public, attorneys, providers, law enforcement, the courts and other external stakeholders.

EXAMINATION INFORMATION:

The examination process will consist of an application screening based on the minimum and desirable qualifications as stated in this announcement. Interviews may be scheduled if deemed necessary by the appointing power. Job-related criteria will be used to comparatively rank qualified candidates and candidates will be notified in writing of the examination results.



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MINIMUM QUALIFICATIONS:

Applicants must meet the following minimum qualifications:

EITHER I

Must be a State civil service employee with permanent civil service status.

OR II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in the Government Code Section 18990.

OR III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992.

In addition to one of the above, candidates must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following:

GENERAL QUALIFICATIONS:

- (a) **Knowledge of** the organization and functions of the California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends in public administration, all forms of social media, organization, and management techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; human resource management; knowledge of equal employment opportunity and anti-discrimination programs.
- (b) **Ability to** plan, organize and direct the work of professional and technical staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and representatives of all levels of the government, the public and the Executive, Legislative and Judicial branches; analyze and make decisions on complex problems and recommend effective courses of action; recognize trends in criminal justice and restitution and effectively articulate them to the stakeholders; influence the actions of others on sensitive issues; recognize and understand the political environment and consequence of actions; serve as top policy advisor to the Executive Officer; achieve defined objectives in a timely and cost efficient manner; establish and monitor goals and objectives; evaluate progress and results; and select, develop, motivate, and discipline subordinate staff.



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The above knowledge and abilities are expected to be obtained from supervisory/administrative experience which includes the execution and/or evaluation of program policies. Experience may have been paid or volunteered; in state service, other government settings, or in a private organization.

DESIRABLE QUALIFICATIONS:

- Experience in working with the state legislative process including preparing and presenting testimony, preparing legislative proposals and obtaining authors, lobbying for and negotiating changes to legislative measures that would affect the organization and its mission, and developing legislative analyses.
- Experience in identifying critical legislative policy issues and the potential impact on the department's and/or agency's programs.
- Experience at the managerial level in public administration, personnel management, leadership and supervision which demonstrates the ability to manage, mentor and motivate subordinate support, professional and supervisory/managerial staff.
- Experience in stimulating interest in the agency's programs and securing cooperation of diverse groups in carrying out the programs' objectives.
- Experience preparing and disseminating outreach information to the news media and other public groups for the purpose of educating and informing the public of the activities and objectives of a statewide organization or program.
- Experience in developing and implementing strategic communication and outreach plans.

USE AND APPLICATION OF EXAMINATION PROCESS:

The results of this examination will be used solely to fill the position of CEA A, Deputy Executive Officer, Public Affairs and Outreach.

APPLICATION INFORMATION:

Interested applicants must submit-

- A completed Standard State Application (*Std. 678*)
- A *Statement of Qualifications*. The *Statement* is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The *Statement of Qualifications* serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length. **Applicants who fail to submit a Statement of Qualifications will be eliminated from the examination.**
- Resumes do not take the place of the *Statement of Qualifications*.



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Applicants must submit all items no later than 5:00 p.m., on 7/24/15, to:

Victim Compensation & Government Claims Board
Human Resources Section/Sonia Aguilar
P.O. Box 48
Sacramento, CA 95812-0048

Questions regarding this position or the examination process may be addressed to Sonia Aguilar at (916) 491-3807 or TDD (800) 735-2929.